



User Guide: Enroll in a Class (for Partners)

Purpose

The OHR Training and Development Division opens up Montgomery County employee professional development training for our community partners, contractors, volunteers, interns and retirees. Because many of them do not have a MCG Computer Network login, we provide access through the AccessMCG Extranet Portal. To enroll you must have already set up a profile in the AccessMCG Extranet Portal, and received approval to access the Learning Areas. If you have not set up a profile or requested access, click on this link for assistance: [User Guide: Requesting Access to the AccessMCG Extranet Portal and MCG Learning Areas](#)

- Contractors, volunteers or interns who have a MCG computer network login **do not have to create a profile**. They automatically have access to Oracle Learning Management (OLM) through the AccessMCG ePortal. See the [User Guide for MCG Contractors and Volunteers](#)

Additional Information

Before logging into OLM, we recommend that you decide which classes you want to enroll in. These can be found on the OHR Training and Organizational Development webpage (www.montgomerycountymd.gov/training). There are two catalogs on line:

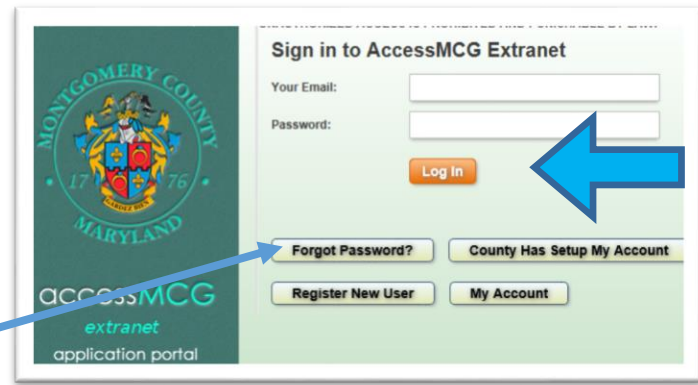
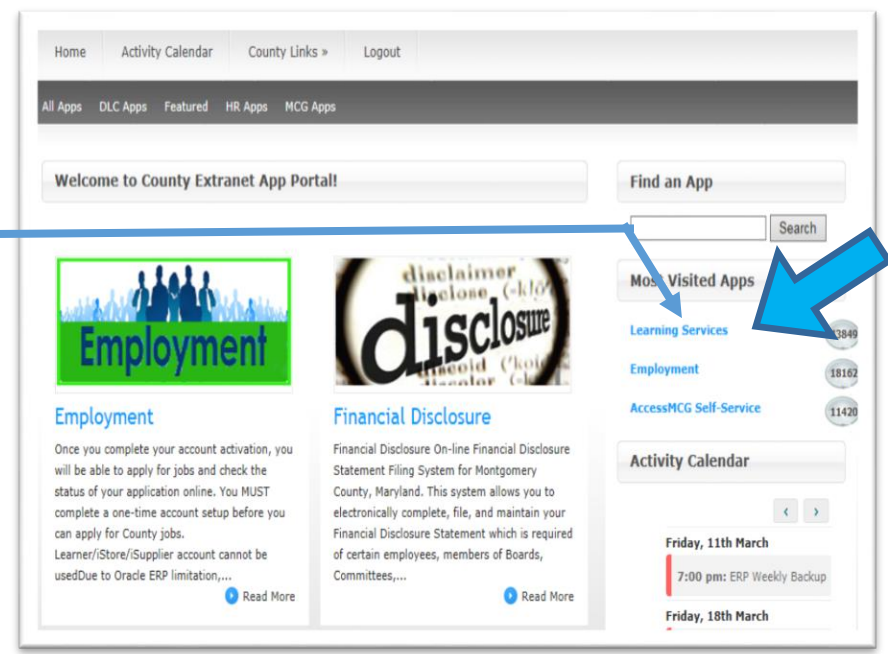
- [Office of Human Resources \(OHR\) - Training Catalog](#): Includes Professional Development, Management Development, Mandatory Classes and Microsoft Word Classes.
- [Health and Human Services \(HHS\) - Center for Continuous Learning \(CCL\) Training Catalog](#): Topics of interest to the Department of Health and Human Services; social workers and therapists throughout the County.

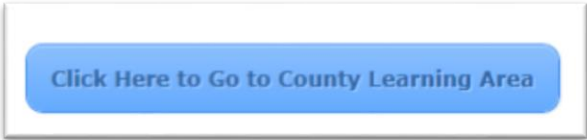
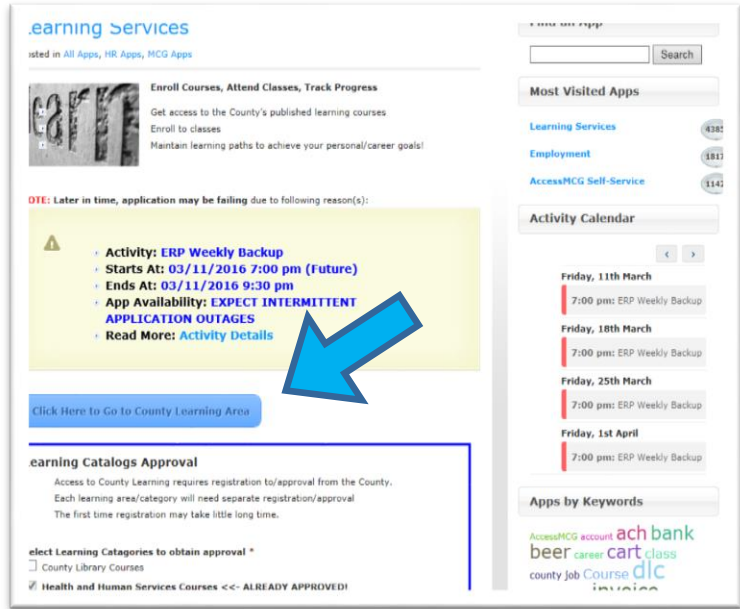
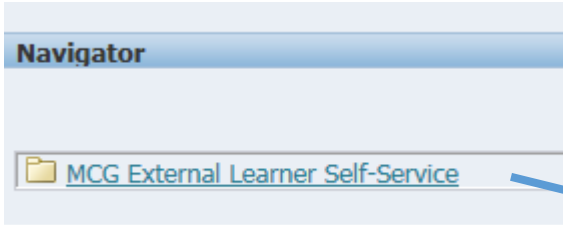
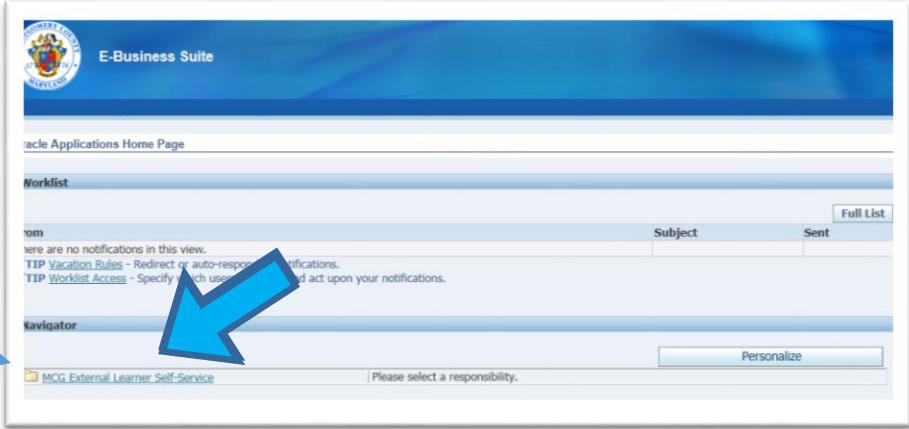
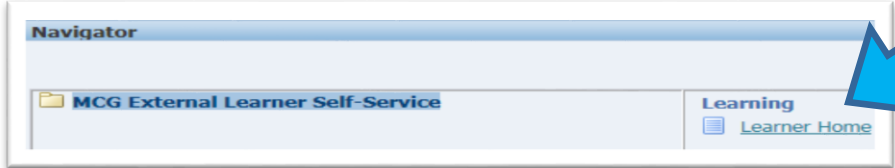
Once you have located the class you want, go to OLM to enroll. Once you have completed your enrollment, an email confirmation will be sent to you the next day. This will include the detailed information, including address of the class. Please keep it for reference. Seven days before the class is scheduled, you will receive a reminder.

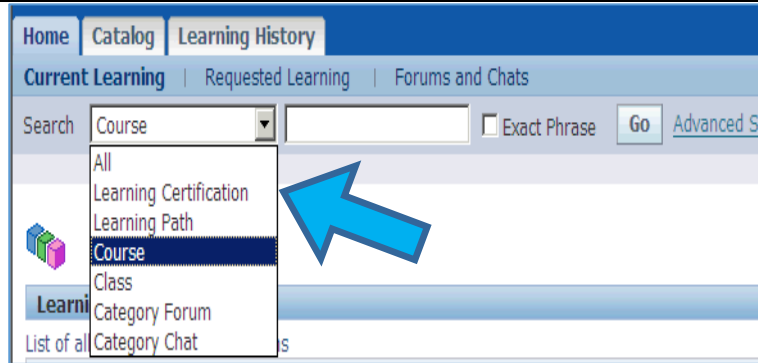
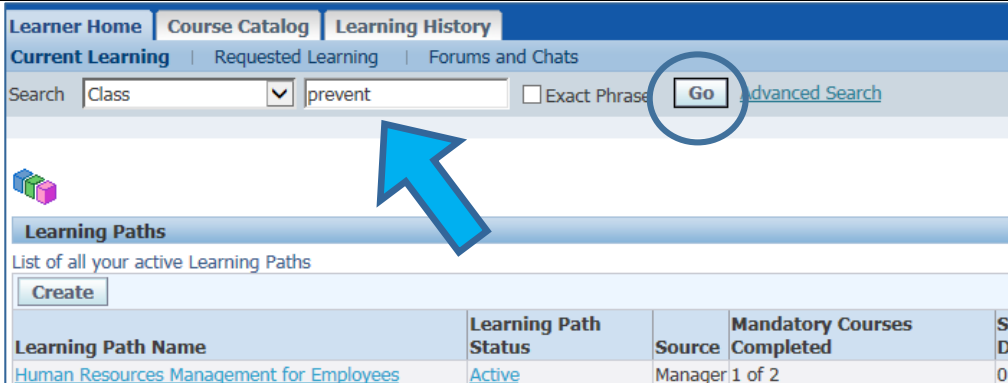
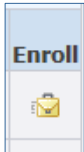
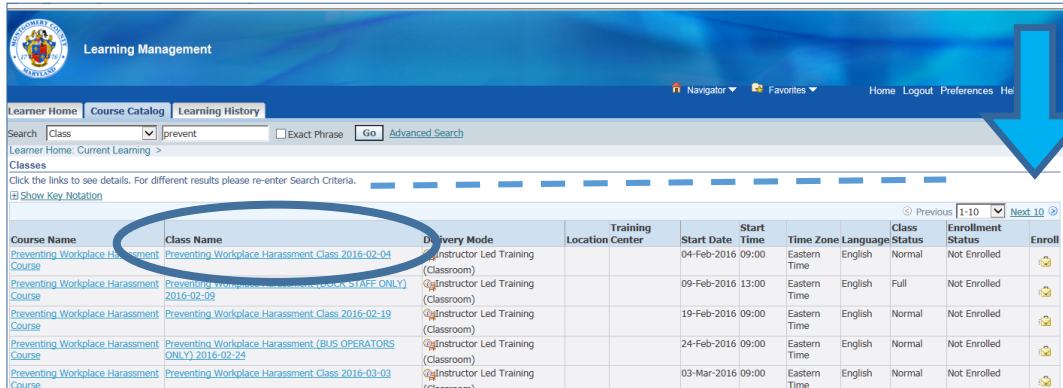
Questions

If you have questions using this guide, please contact the OLM Administrator at OLM.Admin@MontgomeryCountyMD.gov or 240-777-5116.

Enroll in a Class (for Partners)

| Step | Action | Visual |
|------|---|---|
| 1. | <p>Go to the AccessMCG Extranet Portal by clicking this link: Extranet Portal</p> <p>If you have not bookmarked or added this link to your favorites, we recommend that you do that now for the future.</p> <p>Click Log in.</p> <ul style="list-style-type: none"> If you are not sure if you have a profile set up, try to login. The system will notify you if it does not recognize your email. If you have forgotten your password, click the Forgot Password button on the AccessMCG Extranet login page and follow the steps to reset your password. |  |
| 2. | <p>The AccessMCG Extranet Portal will open.</p> <p>Click on Learning Services.</p> |  |

| | | |
|-----------|---|---|
| <p>3.</p> | <p>The Learning Services page will open.</p> <p>Click the blue Click Here to Go to County Learning Area button.</p>  |  |
| <p>4.</p> | <p>The E-Business Suite will open.</p> <p>Click the MCG External Learner Self-Service link.</p>  |  |
| <p>5.</p> | <p>The Learner Home link will appear.</p> <p>Click on the Learner Home link.</p> |  |

| <div>6.</div> | <div>The OLM Learner Home page will open.</div> <div>Click the drop-down arrow next to the <i>Search</i> window.</div> <div>Change <i>Course</i> to <i>Class</i>.</div> | <div></div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|--|---|--|--------------------------|-------------|---------------|--------------------------|------------|--------------|-------------------|----------|--------------|-------------------|--------|--|--|-------------------------------------|--|-------------|-------|--------------|---------|--------|--------------|--|--|--|-------------------------------------|--|-------------|-------|--------------|---------|------|--------------|--|--|--|-------------------------------------|--|-------------|-------|--------------|---------|--------|--------------|--|--|---|-------------------------------------|--|-------------|-------|--------------|---------|--------|--------------|--|--|--|-------------------------------------|--|-------------|-------|--------------|---------|--------|--------------|--|
| <div>7.</div> | <div>Go to the Search box.</div> <div>In the Search box, enter only one word from the class title.</div> <div>In this example, we are searching for <i>Preventing Workplace Harassment</i>, so we typed the word, “prevent” in the Search box.</div> <div>Click Go.</div> | <div></div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <div>8.</div> | <div>A list of classes will open.</div> <div>Locate the class you want.</div> <div>Click on the Enroll button at the far right.</div> <div></div> | <div><table><thead><tr><th>Course Name</th><th>Class Name</th><th>Delivery Mode</th><th>Training Location Center</th><th>Start Date</th><th>Start Time</th><th>Time Zone</th><th>Language</th><th>Class Status</th><th>Enrollment Status</th><th>Enroll</th></tr></thead><tbody><tr><td>Preventing Workplace Harassment Course</td><td>Preventing Workplace Harassment Class 2016-02-04</td><td>Instructor Led Training (Classroom)</td><td></td><td>04-Feb-2016</td><td>09:00</td><td>Eastern Time</td><td>English</td><td>Normal</td><td>Not Enrolled</td><td></td></tr><tr><td>Preventing Workplace Harassment Course</td><td>Preventing Workplace Harassment Class 2016-02-09</td><td>Instructor Led Training (Classroom)</td><td></td><td>09-Feb-2016</td><td>13:00</td><td>Eastern Time</td><td>English</td><td>Full</td><td>Not Enrolled</td><td></td></tr><tr><td>Preventing Workplace Harassment Course</td><td>Preventing Workplace Harassment Class 2016-02-19</td><td>Instructor Led Training (Classroom)</td><td></td><td>19-Feb-2016</td><td>09:00</td><td>Eastern Time</td><td>English</td><td>Normal</td><td>Not Enrolled</td><td></td></tr><tr><td>Preventing Workplace Harassment Course</td><td>Preventing Workplace Harassment (BUS OPERATORS ONLY) 2016-02-24</td><td>Instructor Led Training (Classroom)</td><td></td><td>24-Feb-2016</td><td>09:00</td><td>Eastern Time</td><td>English</td><td>Normal</td><td>Not Enrolled</td><td></td></tr><tr><td>Preventing Workplace Harassment Course</td><td>Preventing Workplace Harassment Class 2016-03-03</td><td>Instructor Led Training (Classroom)</td><td></td><td>03-Mar-2016</td><td>09:00</td><td>Eastern Time</td><td>English</td><td>Normal</td><td>Not Enrolled</td><td></td></tr></tbody></table></div> | Course Name | Class Name | Delivery Mode | Training Location Center | Start Date | Start Time | Time Zone | Language | Class Status | Enrollment Status | Enroll | Preventing Workplace Harassment Course | Preventing Workplace Harassment Class 2016-02-04 | Instructor Led Training (Classroom) | | 04-Feb-2016 | 09:00 | Eastern Time | English | Normal | Not Enrolled | | Preventing Workplace Harassment Course | Preventing Workplace Harassment Class 2016-02-09 | Instructor Led Training (Classroom) | | 09-Feb-2016 | 13:00 | Eastern Time | English | Full | Not Enrolled | | Preventing Workplace Harassment Course | Preventing Workplace Harassment Class 2016-02-19 | Instructor Led Training (Classroom) | | 19-Feb-2016 | 09:00 | Eastern Time | English | Normal | Not Enrolled | | Preventing Workplace Harassment Course | Preventing Workplace Harassment (BUS OPERATORS ONLY) 2016-02-24 | Instructor Led Training (Classroom) | | 24-Feb-2016 | 09:00 | Eastern Time | English | Normal | Not Enrolled | | Preventing Workplace Harassment Course | Preventing Workplace Harassment Class 2016-03-03 | Instructor Led Training (Classroom) | | 03-Mar-2016 | 09:00 | Eastern Time | English | Normal | Not Enrolled | |
| Course Name | Class Name | Delivery Mode | Training Location Center | Start Date | Start Time | Time Zone | Language | Class Status | Enrollment Status | Enroll | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Preventing Workplace Harassment Course | Preventing Workplace Harassment Class 2016-02-04 | Instructor Led Training (Classroom) | | 04-Feb-2016 | 09:00 | Eastern Time | English | Normal | Not Enrolled | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Preventing Workplace Harassment Course | Preventing Workplace Harassment Class 2016-02-09 | Instructor Led Training (Classroom) | | 09-Feb-2016 | 13:00 | Eastern Time | English | Full | Not Enrolled | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Preventing Workplace Harassment Course | Preventing Workplace Harassment Class 2016-02-19 | Instructor Led Training (Classroom) | | 19-Feb-2016 | 09:00 | Eastern Time | English | Normal | Not Enrolled | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Preventing Workplace Harassment Course | Preventing Workplace Harassment (BUS OPERATORS ONLY) 2016-02-24 | Instructor Led Training (Classroom) | | 24-Feb-2016 | 09:00 | Eastern Time | English | Normal | Not Enrolled | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Preventing Workplace Harassment Course | Preventing Workplace Harassment Class 2016-03-03 | Instructor Led Training (Classroom) | | 03-Mar-2016 | 09:00 | Eastern Time | English | Normal | Not Enrolled | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

9.

The **Class Summary** page will open.

Review the *Enrollment details*.

Click **Review**.

Another *Enrollment Details* window will open.

Click **Submit**.

Class Summary

Delivery Mode: Instructor Led Training (Classroom)

Course Name: Preventing Workplace Harassment Course

Class Name: Preventing Workplace Harassment Class 2016-06-01

Start Date: 01-Jun-2016 09:00

End Date: 01-Jun-2016 12:00

Time Zone: Eastern Time

Training Center:

Location:

Language: English

Price:

Cancel Review

Submit to approve the action or Back to continue working on this action.

Back Submit

Proposed

Course Name: Preventing Workplace Harassment Course

Class Name: Preventing Workplace Harassment Class 2016-06-01

Start Date: 01-JUN-2016 09:00

End Date: 01-JUN-2016 12:00

Time Zone: Eastern Time

Delivery Mode: Instructor Led Training (Classroom)

Language: English

Cost Center:

Special Instructions:

Enrollment Justification:

10.

You will also see a **new notification** on your Learner Home page.

This is a hyperlink, so you can click on it to review your enrollment details.

Home Catalog Learning History

Current Learning Requested Learning Forums and Chats

Search Course [] Exact Phrase Go Advanced Search

Welcome, Jan Hoffman!

Confirmation

Your request to enroll in the class Prevent Workplace Harassment Class 2013-04-18 has been submitted for manager approval. You can monitor enrollment status from the Requested Learning tab on the Learner Home page.

Learning Paths

List of all your active Learning Paths

Create

Announcements

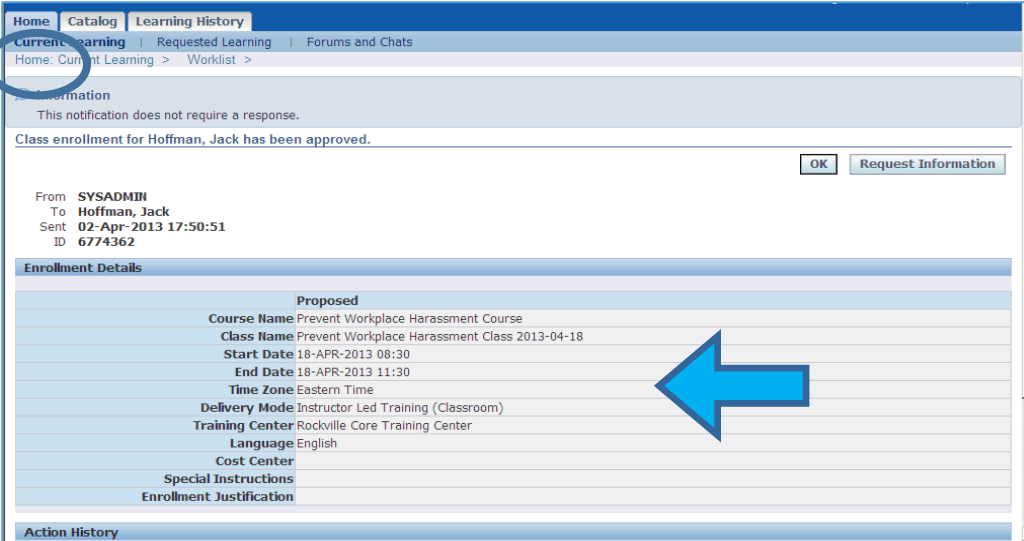
You have 2 new notifications.

Learning Learning Path Mandatory Courses Start Due Completion Move to 60

11. When you click the new notification link this page displays detailed enrollment information.

To return to your **Learner Home** page, click the **Home** tab.

Do not use the browser's Back button.



The screenshot displays a web application interface with a blue header bar containing navigation tabs: Home, Catalog, and Learning History. The 'Current Learning' tab is selected and circled in blue. Below the header, a breadcrumb trail reads 'Home: Current Learning > Worklist >'. A notification box states 'This notification does not require a response.' and 'Class enrollment for Hoffman, Jack has been approved.' with 'OK' and 'Request Information' buttons. The email header shows 'From: SYSADMIN', 'To: Hoffman, Jack', 'Sent: 02-Apr-2013 17:50:51', and 'ID: 6774362'. The 'Enrollment Details' section is titled 'Proposed' and lists the following information: Course Name: Prevent Workplace Harassment Course, Class Name: Prevent Workplace Harassment Class 2013-04-18, Start Date: 18-APR-2013 08:30, End Date: 18-APR-2013 11:30, Time Zone: Eastern Time, Delivery Mode: Instructor Led Training (Classroom), Training Center: Rockville Core Training Center, Language: English, Cost Center, Special Instructions, and Enrollment Justification. A large blue arrow points to the right side of the enrollment details table. An 'Action History' section is visible at the bottom.

Need Additional Assistance?

If need additional assistance using this guide or accessing MCG OLM for Contractors and Volunteers, please contact the OLM Administrator at OLM.Admin@MontgomeryCountyMD.gov or 240-777-5116.